

Microsoft Excel for Beginners

A Step-by-Step Guide to Mastering the Basics

Practice Lesson 3

Working with Formulas



Microsoft Excel for Beginners

Practice Lesson 3: Working with Formulas

	A	B	C	D	E	F
1						
2						
3		Jan	Feb	Mar	Total	
4	Year 1	45000	43500	25000	113500	
5	Year 2	27000	29000	28450	84450	
6	Year 3	32000	27850	31200	91050	
7	Total	104000	100350	84650	289000	
8						

Step 2

Step 3

Step 1

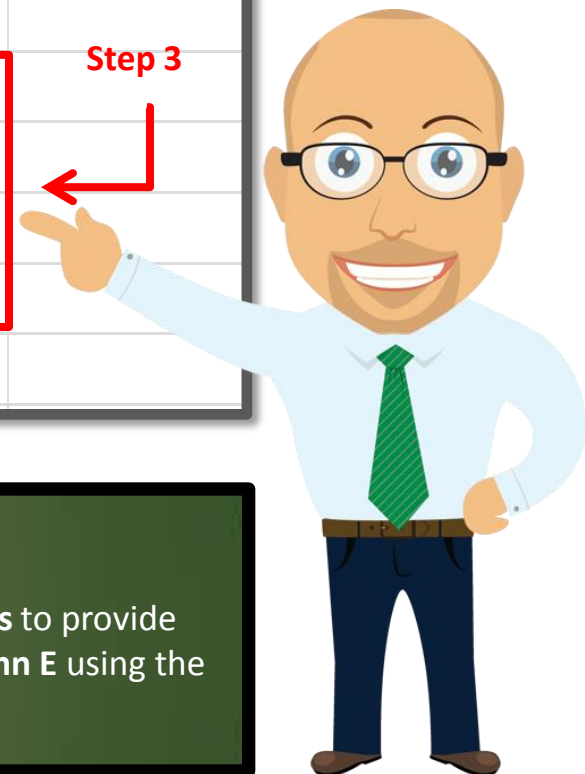
Open the file you saved from Practice Lesson 2.

Step 2

Create formulas to provide totals for Row 7 using the SUM function.

Step 3

Create formulas to provide totals for Column E using the SUM function.



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Step 4

Save your worksheet with the following name: **Practice Lesson 3**

